

COVID Vaccination Certification

To help us keep track of employees who have received the COVID 19 Vaccination, a copy of your vaccination card should be uploaded to your online HealthFirst Portal account. If you have not created your online account, follow the steps under [Create an Account](#). If you have already registered and have a portal account, go to the next page—[Uploading Your Card, Pay Stub or other Proof of Payment](#).

Notes:

- A. If you do not have computer access, please submit your document to Team Resources.
- B. If you have coverage through another medical plan, please upload your pay check stub or proof of payment

Create an Account

Important Note: You will need to have an email address to access confirmation of your registration in the following steps.

To Register: Go to www.hfbenefits.vbagateway.com.

1. Select [Click here to register and/or enroll](#) on the Welcome screen.
2. From the dropdown, select **Member**.
3. Enter last 4 digits of your SSN and your birthdate.
4. Your **GATEWAY REGISTRATION CODE**: your birth date in MMDDYYYY format plus the last 4 digits of your SSN. Example: 010119894567
5. Enter first name, last name, username email address and password. Select **SUBMIT**.
6. You will receive an email confirming your registration. Click on the link embedded in the email. This will open a popup window.
7. Select [CLICK HERE TO ACTIVATE](#). A new popup will appear, select [Click here to login](#).
8. The login page appears, enter your username and password from Step 5 and **LOG IN**.

The image shows a composite of three screenshots illustrating the account creation process:

- Top Screenshot:** The "Welcome to HealthFirst Gateway" page. It features the HealthFirst logo and a "Register & Enroll" button with the text "Click here to register and/or enroll." This button is highlighted with a red box.
- Middle Screenshot:** A confirmation email titled "Thank you for registering". It includes a link "To complete the registration process, please click here" (which is highlighted with a red box) and the URL "https://hfbenefits.vbagateway.com/index_1.2020".
- Bottom Screenshot:** A "Activating Your HealthFirst Gateway Account" page. It contains the text "Please click the "Activate" button to activate your Gateway account." and a large red button labeled "CLICK HERE TO ACTIVATE".



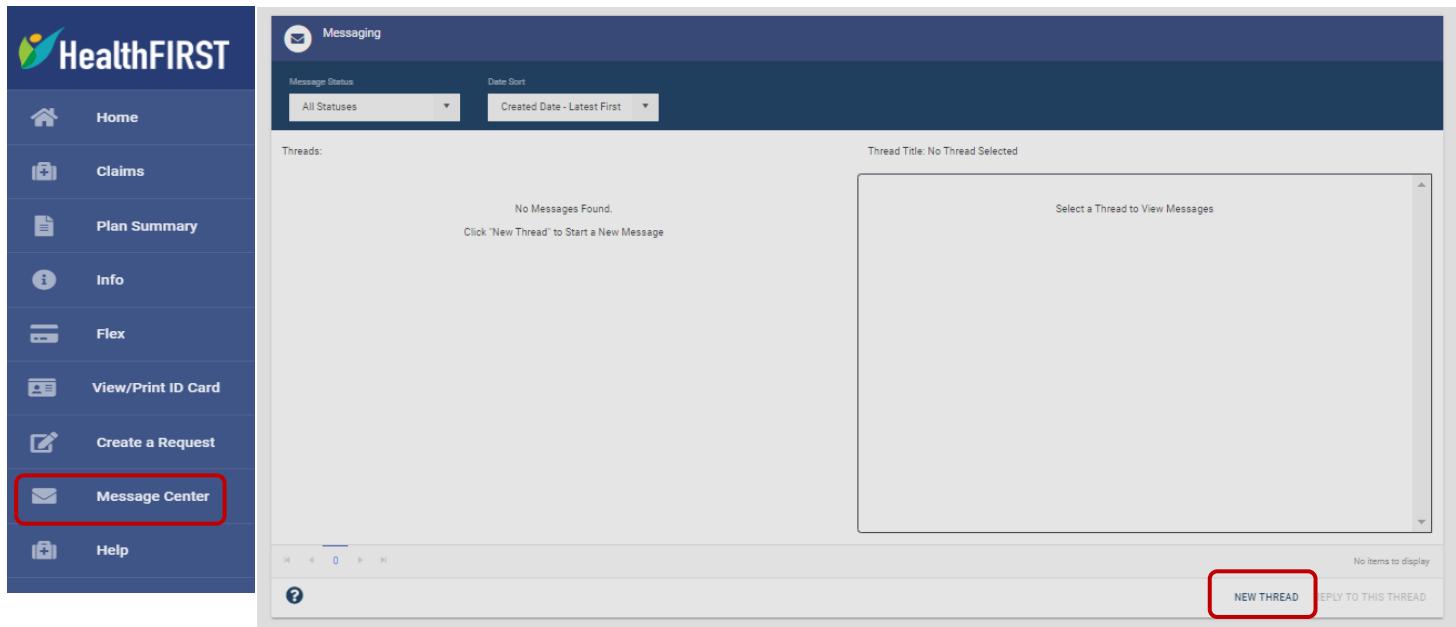
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Uploading Your Card, Pay Stub, or other Proof of Payment

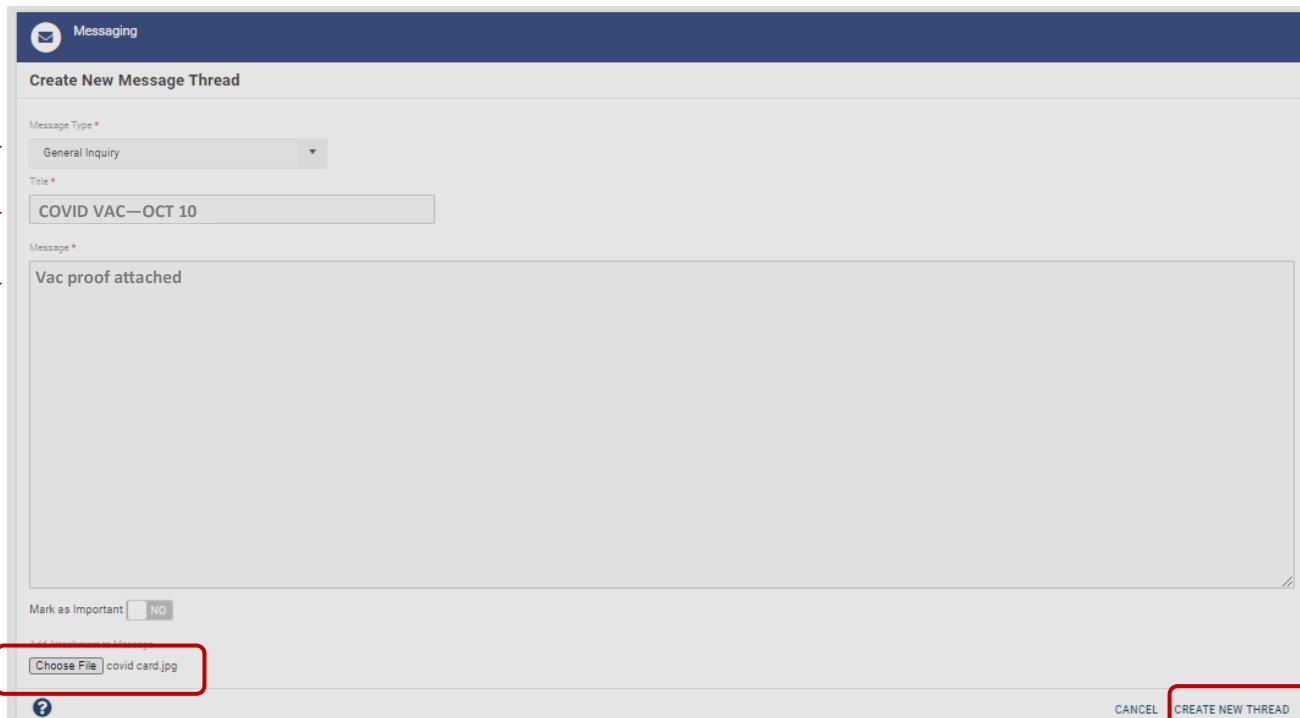
After you have logged in, follow these steps to upload your card, pay stub or other proof of payment

- ⇒ You can take a photo of either of the above documents and email it to your email address or scan the card to your email address and save it to a file.

1. Select **Message Center** from the Sidebar and next, select **NEW THREAD** in bottom right corner of window and another window will open.



2. Select from Message Type pulldown, **General Inquiry**. Enter **COVID VAC** in Title field AND the **date of your second dose**. Enter **Vac proof attached** in Message field. Next, **Choose File** and select the image of the card from your saved files. Once the name of the file appears, select **CREATE NEW THREAD**. Messages will appear to let your know that your message was sent with an attachment.



Please email communications@hfbenefits.com if you have any issues.